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**HEALTH COMMISSION
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MINUTES
HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING

Tuesday August 3, 2021 2:00 p.m.
Remote Meeting via Webex Event

1) CALL TO ORDER

Present: Commissioner Cecilia Chung, Chair
Commissioner Edward Chow, MD, Member
Commissioner Tessie Guillermo, Member

The meeting was called to order at 2:02pm.

2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF JULY 6, 2021.

Action Taken: The Committee unanimously approved the July 6, 2021 minutes.

3) MONTHLY CONTRACTS REPORT

Michelle Ruggels, Director of the SFDPH Business Office, presented the item.

Commissioner Comments:

Regarding the Asian Pacific Islander Wellness Center contract, Commissioner Chung stated that she appreciates that the contract was brought to the Commission to prevent service gaps during the COVID pandemic.

Commissioner Guillermo asked if a new contract will be brought to the Commission once the RFP process is completed. Mr. Ruggels stated that once a vendor is selected from the RFP process, a contract will be brought to the Commission for review. She noted that if an existing DPH vendor with new services added, the contract will be included in the Contract Report. If a new DPH vendor is selected, the contract will be brought as a new contract request.

Commissioner Guillermo asked for confirmation that there would not be an interruption in services through the vendor selection and contracting process. Commissioner Chung stated that the current one-year contract has been brought to the Commission to bridge the services, ensuring no interruption of services while the RFP is in process.

Regarding the San Francisco AIDS Foundation contract, Commissioner Chow asked for clarification of the current total contract amount. Ms. Ruggels apologized for not including a sentence explaining the context of the last contract amount and the reason for the new funding. Commissioners Chow, Chung, and Guillermo all stated the contract narrative is very important to give context to the contract amount and related figures.

Regarding the Richmond Area Multi-Services Inc. contract, Commissioner Chow asked if there has been an evaluation of client outcomes. Tracey Helton, DPH BHS, stated that MHSA funded client satisfaction measures; she noted that the DPH has hired individuals who have completed the program.

Regarding the UCSF/UC Regents contract, Commissioner Chow asked if the services are provided on-demand or ongoing. Dr. Wilmie Hathaway, LHH Chief of Medical Staff, stated that the outpatient clinic services are both scheduled and as-needed.

Commissioner Chung asked if the as-needed services are a fixed dollar amount. Dr. Hathaway stated that the services are a fixed amount in the contract.

Action Taken: The Committee recommended that the full Health Commission approve the report.

4) **REQUEST FOR APPROVAL OF A NEW CONTRACT WITH UNITED AUDIT SYSTEMS, INC. IN THE AMOUNT OF \$1,499,621, INCLUDING A 12% CONTINGENCY, TO PERFORM REMOTE CODING SERVICES, FOR THE TERM OF JULY 1, 2021 THROUGH JUNE 30, 2022 (12 MONTHS). DREW MURRELL, DPH DEPUTY FINANCE OFFICER, PRESENTED THE ITEM.**

Tammy Higgason, Director, Clinical Documentation Integrity and Hospital Coding, presented the item.

Commissioner Comments:

Commissioner Guillermo asked if the DPH used another vendor to provide these services in the past. Ms. Higgason stated that the DPH staff were previously conducting this work with the assistance of another vendor, who provided back-up staff to fill in for vacation and sick time. She noted the previous contract expired.

Commissioner Guillermo asked if the vendor selection process was a competitive process or sole source. Ms. Higgason stated that the process was conducted through competitive process through the DPH group purchasing authority,

Action Taken: The Committee recommended that the full Health Commission approve the contract.

5) **EMERGING ISSUES**

This item was not discussed.

6) **PUBLIC COMMENT**

There was no public comment.

7) **ADJOURNMENT**

The meeting was adjourned at 2:38pm.